



## ***Indiana State Teachers' Retirement Fund***

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RE: Wage and Contribution (P31) Submission via Internet

Home Page: <http://www.in.gov/trf>  
E-mail: [trf@state.in.us](mailto:trf@state.in.us)

Dear Colleague:

The Teachers' Retirement Fund is taking advantage of e-business opportunities and innovations available to both members and employers on our web site. Using this technology, TRF is implementing an internet-based method to submit wage and contribution information. This will streamline the submission process, and insure data integrity for members' wage and contribution information. The current procedure will eventually be replaced by the internet-based method.

Presently, schools mail or e-mail the wage and contribution files to TRF, where they are proofread and manually edited for errors. After editing, the files are submitted for posting to members' accounts. This process is cumbersome, and it also has raised some questions from the State Board of Accounts about data integrity.

The new on-line process will validate the files automatically, thereby eliminating manual intervention and manipulation of data. Errors will be recorded and sent back to schools in a summary report. The schools will then correct the data and resubmit the files. This new process will satisfy the standards and security set by the State Board of Accounts, who has advised that in the future ISTRF should not edit data that is sent for retirement accounting.

Enclosed are step-by-step instructions on submitting P31's via the internet. The Teachers' Retirement Fund staff members look forward to implementing the on-line wage and contribution website, as it will be in the best interest of schools and TRF. We will be happy to provide assistance as needed.

Also enclosed is a list of the TRF web pages of most benefit to employers.

*Signed by William E. Christopher, Ph.D.*

William E. Christopher  
Executive Director

## Submit P31's On-Line Instructions

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In order to submit P31's via the internet, a user ID and password are required. Obtain a user ID and password by completing a [subscription agreement form](#). Sign the form and mail it to TRF.

1. Save the P31 file to your computer hard drive at C:\ . The file name must be the school ID. For example, if you are submitting P31's for school 0001001, then the file must be named 0001001.txt.
2. Open Internet Explorer or Netscape.
3. Type <https://www.in.gov/trf/employer/P31/P31form.asp> in the 'Address' line. You will be asked to sign on. Use the ID and password supplied to you by James Gray.
4. Select school/unit:  
Click on the down arrow on the screen to select your school ID.
5. Select Quarter End Date:  
Click on the down arrow on the screen to select the quarter end date of the P31 report.
6. Select File Name  
Click on the 'Browse' button. Find your file at C:\school/unit. For example, if your school/unit is 0001001, then the file will be at C:\0001001.txt. Click on the file name. (see step 1)
7. Click on the 'Submit P31' button.
8. You will receive an e-mail. If the P31 file was accepted, no further action on your part is required. If the file was not accepted, there will be a report attached to the e-mail. The report will list the errors that need to be corrected. You must then edit the file and re-submit it, beginning with Step 1.
9. For assistance, call James Gray, TRF, at 317 233-0911, (888) 286-3544.

**Teachers' Retirement Fund on the Internet**  
**<http://www.in.gov/trf/employers>**  
**Employer Functions**

**Pre-Enrollment\***

Employers can submit new member enrollment forms on the web. This site requires employers to log in.

**SSN/TRF Cross-Reference\***

Now employers can look up TRF numbers on-line. Using a social security number and member last name, the TRF number is cross-referenced. This site requires employers to log in.

**Wage and Contribution Submission\***

Wage and contribution reports are now being processed electronically. Employers submit a report to the website, then the report is validated and either accepted for posting, or rejected. The employer is e-mailed the status of the submission. If the report is rejected, an error listing is attached to the e-mail, and the employer must correct errors and resubmit the report. This site requires employers to log in.

**Workshops**

Information, forms and schedules for Employer Workshops are now available on-line.

**Announcements**

For reference purposes, all announcements, flyers or attachments sent to employers are now archived on the website.

\* Denotes a secured site. The information is encrypted before being transmitted. Depending on your pc, one might get a pop-up window asking to accept a certificate for the browser. To proceed, click 'yes'.



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### Subscription Agreement with **accessIndiana** For P31 submission

In our continuing effort to deliver a high standard of service to the public school corporations of Indiana, the Indiana State Teachers' Retirement Fund now offers the ability to submit P31's using our website. Before access can be granted for these sites this, subscription agreement must be completed and mailed to the Indiana State Teachers' Retirement Fund. (To see TRF's procedures for Subscription Agreements, click [here](#).) Upon receipt of a correctly completed subscription agreement, a password and user ID will be assigned to each respective user enabling access to submit the P31 report on-line.

#### Guidelines:

1. There will be no fee for the user name and password for the life of the user name and password.
2. Users will be notified of their user names and passwords via the email address as signed for on this agreement.
3. **Important: The original signed form must be mailed to TRF. FAX copies of this form are not acceptable.**

#### PRIMARY NAME ASSIGNMENT

Please complete form for whom will be the primary user for your school's account

Printed Name	Signature	e-mail address
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Please complete the following school information:

School Name		Unit #
Street Address		City, State
Phone #	Fax #	Date